

Reclamation Manual

Reclamation Acquisition Regulation System

401 DM Addition to FAR & DIAR

PART WBR 1453 -- FORMS

WBR 1453.232

SUBPART WBR 1453.2 -- PRESCRIPTION OF FORMS**WBR 1453.200 Scope of subpart.**

This subpart prescribes Reclamation forms and formats arranged to coincide with the numbering system used in FAR Subpart 53.2.

WBR 1453.201 Reclamation acquisition system.

(a) **Department of the Interior form DI-1, Requisition.** DOI form DI-1 is prescribed for use in requisitioning for construction, supplies, or services specified in WBR 1401.7000. Reclamation form 7-702, Requisition may be used until the Interior Department Electronic Acquisition System (IDEAS) is installed in the servicing acquisition office.

(b) **Contracting Officer's Representative (With Warrant) Memorandum.** The format illustrated in WBR 1453.303-1401-1 is prescribed for use when appointing a contracting officer's representative who holds a contracting officer warrant as specified in WBR 1401.670-80(a).

(c) **Contracting Officer's Representative (Without Warrant) Memorandum.** The format illustrated in WBR 1453.303-1401-2 is prescribed for use when appointing a contracting officer's representative who does not hold a contracting officer warrant as specified in WBR 1401.670-80(b).

(d) **Technical Approval Officer Memorandum.** The format illustrated in WBR 1453.303-1401-3 is prescribed for use when appointing a technical approval officer as specified in WBR 1401.670-80(c).

(e) **Status of Audit Requests.** The format illustrated in WBR 1453.303-1401-4 is prescribed for use when furnishing the audit followup reports specified in WBR 1401.7184-4.

(f) **Record of Independent Review.** The format illustrated in WBR 1453.303-1401-5, Record of Independent Review and WBR 1453.303-1401-5A, Continuation Sheet, are prescribed for use in documenting independent reviews as specified in WBR 1401.7182-2(c)(1).

WBR 1453.203 Improper business practices and personal conflicts of interest.

WBR 1453.303-DI-1958, Request to Accept Food, Refreshments, or Entertainment at Widely-Attended Functions. Form DI-1958 shall be used as specified in WBR 1403.101-3(b).

WBR 1453.206 Competition requirements.**Justification For Other Than Full And Open**

Competition. The format illustrated in WBR 1453.303-1406-1 is prescribed for use in preparing the justification as specified in WBR 1406.303-2.

WBR 1453.213 Simplified acquisition procedures.

The following Reclamation forms are prescribed as stated below for use in simplified acquisitions, orders under existing contracts or agreements, and orders from required sources of supplies and services:

(a) **OF 347, Order for Supplies or Services, and F 348, Order for Supplies or Services--Schedule Continuation.** OF 347 and OF 348 is prescribed for use in making simplified acquisitions under the conditions listed in FAR 52.213(e) as specified in WBR 1413.505-2. Reclamation form 7-711, Order for Supplies or Services, and Reclamation form 7-711A, Order for Supplies or Services Schedule - Continuation may continue to be used in making simplified acquisitions until the IDEAS is installed in the servicing acquisition office.

(b) **Reclamation form 7-2080, Small Purchase Documentation Memorandum.** Reclamation form 7-2080 is prescribed for use in preparing file documentation as specified in WBR 1413.106(a) and 1443.301(a) until IDEAS is installed in the servicing acquisition office.

WBR 1453.215 Contracting by Negotiation.

(a) A format substantially the same as the format illustrated at WBR 1453.303-1415-1, Technical Proposal Evaluation Committee Appointment Memorandum, is prescribed for use in notifying individuals of appointments to serve as procurement officials in the evaluation of proposals or providing advice on evaluation of proposals as specified in WBR 1415.608(b).

(b) A format substantially the same as the format illustrated at WBR 1453.303-1415-2, Price Negotiation Memorandum, is prescribed for use in establishing prenegotiation objectives and for documentation of the price negotiation memorandum as required by WBR 1415.807(a) and 1415.808(a), respectively.

WBR 1453.223 Environment, conservation, occupational safety, and drug-free workplace.

The format illustrated in WBR 1453.303-1423-1, Determination to Waive The Requirements For Using Recovered Materials, is prescribed for use to obtain a waiver from the Reclamation Affirmative Procurement Program as specified in WBR 1423.480(a)(ii).

WBR 1453.232 Contract financing.

A format substantially the same as the format illustrated in WBR 1453.303-1432-1, Contract Summary and

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Voucher, is prescribed for use for transmitting construction contract invoice payment requests for processing.

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